



# Your Move Schools Connecting Schools Grant

## Grant Management Procedures 2024-25



## Document control

The procedures outlines may be varied at the discretion of the Executive Director of Urban Mobility (EDUM) where the extent of significant stakeholders and community benefit can be clearly demonstrated.

<b>Owner</b>	Executive Director, Urban Mobility
<b>Custodian</b>	Manager Behaviour Change, Active Transport
<b>Objective number</b>	A2949435
<b>Issue date</b>	October 2024
<b>Review frequency</b>	Annually, next review date August 2025

## Acknowledgement of Country

We acknowledge the Traditional Custodians throughout Western Australia and their continuing connection to the land, waters and community.

We acknowledge the lands on which all Western Australians live, work and play; we recognise the strong and invaluable connection that Aboriginal peoples have across this Country, from a cultural, social, environmental, spiritual and economic perspective.

Many of the paths, streets and trails where people walk, wheel and ride in Western Australia today, follow the song lines, trade routes and seasonal runs that Aboriginal peoples have followed for many thousands of years.

Experiencing these actively, increases our sense of connection to place, and strengthens respect for the Traditional Custodians, their journeys and experiences, their place, their Country.

We pay our respects to all members of Western Australia's Aboriginal communities and their cultures; and to Elders past and present.



Image: "Songlines", a collaborative artwork by Deanne Tann, Sister Kate's Home Kids Aboriginal Corporation and Department of Transport staff following Cultural Awareness Training workshops.

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## 1. Key terms

Term	Definition/Acronym
Connecting Schools Grant	Connecting Schools Grant as outlined in the CSG Guidelines and partially funded from the WABN Grants Program. Abbreviated to CSG.
Connecting Schools Grant Assessment Committee	The Connecting Schools Grant Assessment Committee is the internal assessment group, comprised of a minimum of three DoT technical/subject matter experts. Abbreviated to Committee.
Connecting Schools Grant Deed	Refers to the Grant Agreement Contract between the Department of Transport (the 'Grantor') and the grant recipient (the 'Grantee'). Abbreviated to the 'Deed'.
Deed Summary Letter	Sent to schools after the Deed is signed by EDUM outlining the agreed grant project and expected completion date.
Department of Education	Abbreviated to DoE.
Department of Transport	Abbreviated to DoT.
Behaviour Change team, DoT	Behaviour Change team at DoT plan, deliver and evaluated the Your Move program in WA including Connecting Schools Grant.
Department of Transport Legal and Legislative Services	Abbreviated to LLS.
Executive Director of Urban Mobility Executive	Director of the Urban Mobility Directorate within DoT. Abbreviated to EDUM.
Grant funding categories	There are four categories of CSG funding available: Silver, Gold, Platinum and Double Platinum.
Grant Guidelines	Document released ahead of each grant intake process to provide applicants with guidance on the grants intake process and requirements, including details on available funding categories and associated eligibility and scoring criteria. Abbreviated to 'Guidelines'.
Local Government	Abbreviated to LG.
Minister for Transport	Referred to as the Minister.
Office of the Director General	Abbreviated to ODG.
Transport Portfolio	Combined Departments of Transport, Public Transport Authority, and Main Roads WA.
Urban Mobility	Abbreviated to UM.
Western Australian Bicycle Network (WABN) Grants Program	Western Australian Bicycle Network (WABN) Grants Program as outlined in the WABN Plan. Referred to as the Program.
Your Move Schools	Your Move is a behaviour change program delivered by DoT that is designed to help students get active by increasing walking, scooting and riding to school. Abbreviated to YMS.

## 2. Introduction to the Connecting Schools Grant

Connecting Schools Grant (CSG) is an initiative of the WA State Government, administered by the Department of Transport (DoT). It is designed to improve bike and walking access, increase bike riding, improve road safety skills in students, and create or improve bike and scooter parking facilities in eligible WA schools participating in the Your Move Schools program.

The funding supports DoT's strategic priority "sustainable transport solutions" with the primary aim to support WA students to get active for the trip to and from school, increase student physical activity levels, reduce the number of short car trips and address the parking demands in and around schools.

Key documents, operational guidelines and key information for applicants are updated and published on the [Your Move website](#) each year.

## 3. Purpose of this document

The purpose of this document is to outline the essential requirements for successful delivery of the CSG, and its associated funding. This document outlines the phases of the Grant delivery including the application, assessment, award, agreement, monitoring, acquittal and review of grants projects.

## 4. Funding overview

### 4.1 Funding allocation

CSG is administered by the DoT Behaviour Change team and jointly funded by DoT through the Western Australian Bicycle Network (WABN) Grants Program, and the Department of Education (DoE).

### 4.2 Funding model

CSG is based on a 100 per cent funding model. The value of grants is exclusive of Goods and Services Tax (GST). All prices and costs presented in the application form, Deed Summary Letter and correspondence must be stated exclusive of GST.

Silver, Gold and Platinum grants are to be acquitted in one financial year by 20 June, FY 2024/25. Double Platinum grants, due to their complexity, size and planning are to be acquitted by December 2025, so delivered over two financial years - 2024-25 and 2025-26.

An exception may be made, at DoT's discretion, to carry over funds where project completion is not possible within one financial year. The deadline for disbursement of funds can be extended to a date nominated by DoT. This acknowledges the more complex nature of projects such as infrastructure upgrades delivered through the Platinum and Double Platinum grants. Refer to the Guidelines for specific guidance.

### 4.3 Funding co-contribution

Schools may need to pay for additional remediation work from their own budget, or other funding resource, to allow for infrastructure installation over and above the standard installation costs included in the grant.

Schools are also encouraged to add value to their grant projects by:

- a) seeking additional financial support from the school's parent representative body to increase the scope of the grant project delivered; and/or
- b) electing to 'top up' their grant with their Your Move Redeemable Points balance.

### 4.4 In-kind contributions

In-kind contribution is the donation or provision of goods or services other than cash contributions. In-kind contributions are only permitted for CSG projects that involve innovation initiatives and can be used to add value to a grant project. Refer to the Guidelines for more information on innovation initiatives.

### 4.5 Funding categories

For each CSG round, specific funding categories, and the number of grants available within each, are outlined in the Guidelines published at the commencement of each application intake. The core categories of grant funding available are typically: Silver, Gold, Platinum and Double Platinum. Eligibility to apply for each category is based on the Your Move accreditation level the school has achieved in the calendar year and by the grant closing date.

Grants are offered as packaged services and goods not cash payments. DoT will make the final decision on what is deemed an eligible item for grant funding and may provide further guidance on eligible and ineligible items to schools as required. Refer to the Guidelines for more information on eligible and ineligible items.

### 4.6 Funding limits

Eligible schools can only apply for one grant per round. Where a school submits multiple applications for a funding round, only the first application received will be assessed. All other applications will be deemed ineligible and removed from the assessment pool.

During Assessment (refer to Section 9.2), eligible applicants are ranked in order of merit against the assessment scoring and funding prioritised according to the score. Where any one grant category budget is exhausted, DoT reserves the right to reassign funding within the grant categories, at the DoT's discretion, in the event of undersubscription or to best meet funding objectives. DoT may also contact the applicant to explore alternate funding options and determine if they would likely accept an alternative funding offer. Alternative funding options could include reducing the scale of the project, if practical.



## 4.7 Funding conditions

The Guidelines may be revised at any time to reflect changes to funding sources should additional funding become available.

In the event of unspent grant funds, or grant funds not being fully expended by DoT specified deadlines, those surplus funds will be retained and redistributed at the discretion of DoT.

Schools that are successful for a Double Platinum (previously referred to as 'Major') grant in any given year are deemed ineligible to apply for another Double Platinum grant for the subsequent two financial years. Schools that are ineligible to redeem a Double Platinum grant during their two-year exclusion period are permitted to apply for a lesser value grant. This is subject to grant availability and the school achieving the eligibility criteria.

Furthermore at least one (1) Double Platinum grant will be quarantined for a regional or remote based school. If no eligible applications are received from regional or remote schools, this Double Platinum grant will be made available to a metropolitan school.

DoT will not transfer cash or monies to a school account in lieu of a CSG project expense, except in the instance of reimbursement for an approved innovation initiative (refer to the Guidelines section 8.3).

## 4.8 Funds management

DoT is responsible for the procurement, management and engagement with third-party contractors and suppliers for products and/or services funded by CSG. All funding for the CSG is held and managed by DoT on behalf of WA schools. The only exception to this rule is in the instance where a school has approval to undertake an innovation initiative.

At no stage during the grant process can schools engage the services of an external third party to deliver, install and build scooter or bike parking, trail infrastructure, track surfacing treatments or bike education services at their school without the prior knowledge and consent from DoT.

# 5. Criteria

## 5.1 Types of criteria

There are two types of criteria applied to applications for funding:

- **General eligibility criteria** – Applicable to all grant categories, these are non-weighted criteria that all grant applications must meet.
- **Assessment criteria** – Weighted criteria used in the competitive assessment process to score applications against specific Program and grant category priorities. Applications are evaluated against the criteria independent of each other. The intent of the assessment is to evaluate the merit of project proposals in alignment with program objectives.

All applications must meet the General eligibility to be competitively assessed. General eligibility is not weighted and cannot be waived (unless authorised by the Minister for Transport).

## 5.2 General eligibility

All applications for CSG must meet the following criteria to be eligible:

- Achieved a Your Move accreditation level of Silver or higher by the grant closing date;
- Completed a start of year Hands Up Survey in Term 1, 2024 or within two weeks of registration (or date specified by DoT) where a school has joined Your Move after Term 1, 2024;
- Committed to submitting an end of year Hands Up Survey in Term 4, 2024 and a start of year Hands Up Survey in Term 1, 2025; and
- Fulfilled all acquittal requirements for previous years CSG funded projects.

Where a school applies for a grant and has not met the eligible accreditation level, or any of the other General eligibility criteria, the application will be deemed ineligible and removed from the assessment pool.

## 5.3 Assessment criteria

Once an application is deemed eligible, it moves on to the competitive assessment stage. It will be assessed according to the following criteria, divided into two streams:

1. Silver, Gold or Platinum; and
2. Double Platinum.

Each stream has a set of weighted assessment criteria against which applications are scored competitively. These criteria are published in the Guidelines ahead of each grant intake.

## 6. Conflict of interest management

In accordance with relevant DoT policies, all grant management, administration, advisors, assessors, stakeholders and others involved in decision-making are required to complete a conflict of interest declaration, including for no conflicts.

Conflict of interest declaration is recorded in the DoT Grants (OmniStar) Grants Management System or by completing a Conflict of Interest Form. Declarations are assessed and conflicts of interest appropriately addressed, including outlining what the conflict is and how it has been resolved. Anyone with actual conflicts of interest will abstain from decision-making, including assessment or approval process of related applications.

## 7. Grant life cycle stages

### 7.1 Stages

The CSG life cycle for implementation aligns with the DoT Grants Management Policy and Procedure. Each stage outlined contains the essential processes required for successful program delivery as follows;

- Design of grant opportunities and activities;
- Assessment and selection of recipients;
- Establishment of grants;
- Ongoing management of recipients and grant activities; and
- Evaluation of grant opportunities and activities.

A grant commences by moving through four stages of implementation: Application, Assessment, and Agreement. The final three stages of the process are: Monitoring, Acquittal and Review. All of which occur immediately after implementation when a grant project has been completed.

The CSG life cycle is detailed below:

<b>1. Application</b>	<ul style="list-style-type: none"> <li>• Meet eligibility requirements and submit a single application online.</li> </ul>
<b>2. Assessment</b>	<ul style="list-style-type: none"> <li>• Your application is assessed by DoT, and where successful, signed off by delegated approver Executive Director Urban Mobility.</li> </ul>
<b>3. Agreement</b>	<ul style="list-style-type: none"> <li>• You will be notified of the outcome of your application by email. If successful, you will be asked to attend an initial kick off meeting to discuss your project timeline, scope, value and milestones.</li> <li>• Your Grant Deed must be signed and returned within 14 days of the initial 'kick off' meeting, or by the date nominated by DoT. Deed Summary letter will then be issued, allowing project commencement.</li> </ul>
<b>4. Monitoring</b>	<ul style="list-style-type: none"> <li>• You may be required to provide periodic updates via email or phone on your grant activities. Double Platinum grantees may be required to attend additional process meetings.</li> </ul>
<b>5. Acquittal</b>	<ul style="list-style-type: none"> <li>• You must undertake all proposed activity related to the grant, and completed all acquittal reporting by the date set by DoT.</li> </ul>
<b>6. Review</b>	<ul style="list-style-type: none"> <li>• You may be contacted post acquittal to provide an update on grant funding outcomes and to provide feedback on the grant process.</li> </ul>

## 7.2 Grants management system

The application, assessment, and acquittal stages for CSG will be managed within a grant management system called DoT Grants (OmniStar). Periodically, reports will be downloaded and saved within DoT's corporate document management system.

## 8. Application

### 8.1 Application round

Formal application intakes are open annually, except in extraordinary circumstances. Funding is available for a single financial year for silver, gold and platinum grants and two financial years for double platinum grants as noted in Section 4.2, with an exception to carry over funds into a new financial year, at DoT's discretion.

DoT typically takes the following steps to seek applications:

- Funding round advertised via email to YMS database.
- CSG documentation and links to application forms are made available on the YMS website.
- Media statement is released to provide details of upcoming grant round.
- Intakes are advertised and promoted by DoT via the Department's website and social media, YMS e-newsletter, DoT media, and through program stakeholder networks (e.g. Transperth and other relevant agencies).

Applications for funding must be received by the time and date, in the format, and via the channel identified in the Guidelines. The application form must be fully completed and include all information, such as all eligibility criteria.

### 8.2 Application resources

The application resources include:

- CSG Guidelines
- CSG Procedures
- CSG Menu
- CSG application forms for funding categories available.

### 8.3 Pre-application briefing

A pre-application briefing will be held ahead of each round commencing. The session will be delivered via an online webinar, recorded and made available on the YMS website. The purpose of the briefing is to:

- promote the funding opportunity and priorities;
- outline what is eligible/ineligible;
- provide guidance on assessment criteria and scoring process;

- provide guidance on the online application platform;
- connect potential applicants to each other;
- provide case studies of successful past projects; and
- answer applicant queries.

## 9. Assessment

### 9.1 Overview of assessment process

CSG uses a competitive assessment process where responses to criteria are evaluated and scored. While it is an overall competitive process, each application is assessed independent of each other, and the intent of the assessment is to evaluate the merit of project proposals according to the local school context.

The assessment process is made up of three main parts:

- Internal assessment
- Independent review
- Executive Director and Ministerial review.

### 9.2 CSG Assessment Committee (internal)

To ensure due diligence of process, all applications received during the application period, will be initially assessed for general eligibility by a DoT Behaviour Change Program Officer. All applications that meet the general eligibility criteria, will be moved on to the competitive assessment stage, completed by CSG Assessment Committee (the Committee).

The Committee is the internal assessment group, comprised of a minimum of three DoT technical/subject matter experts. The Committee members will be provided with a Terms of Reference that includes an overview of the purpose of the Committee, assessment process, and Committee procedures (including conflict of interest process).

The Committee:

- reviews applicant and project details, including management of conflict of interest;
- individually assesses, and comes to a group consensus recommendation of, each application against a scoring matrix that correlates to the eligibility and assessment criteria outlined in this document and the Guidelines;
- prioritises available funding according to score (refer to Section 4.5);
- prepares a Recommendation Report that details volume and value of applications, scoring matrix, preliminary funding recommendations and an outline of the scoring and recommendation process;
- provides the Recommendation Report to the Independent review
- feedback provided through the independent review process, will be taken into consideration and applied as necessary by the Committee; and
- provides the Recommendation Report to the EDUM for review and endorsement.

During assessment, the Committee may also confidentially contact any agencies, relevant organisations or DoT staff to seek advice on specific applications.

As decision-makers on the Committee, all members are required to declare Conflicts of Interest- COI (as outlined in Section 6). COI declarations are done digitally in DoT Grants (OmniStar). Only if a member has a Perceived, Potential or Action COI will a COI Grants form be required to be completed (as per the DoT COI procedure) and subsequent mitigating actions put in place (e.g. Committee member abstains from participating in the assessment discussion for that application).

### 9.3 Independent review

The Independent review may be a DoT employee; however, they must work in a business unit outside of the Urban Mobility directorate. The independent reviewer will receive training in the grant software and a briefing session, both prior to the grants closing date. The briefing session will provide an overview of CSG, and details on the review role. The role of the independent review is to assess the validity of the assessment process and ensure the decisions of the Committee are consistent and fair.

The Independent review:

- examines a sample subset, randomly selected by the reviewer, of the applications and supporting documents and reviews the assessments made by the Committee to ensure consistency; and
- reviews the scoring summary and funding recommendations and approves the Committee minutes and Recommendations Report before they are submitted for EDUM endorsement and Ministerial approval.

### 9.4 Executive Director Urban Mobility review

Individual grants will be awarded by DoT as per Instrument of Delegation - Grants and Inter-Portfolio Transfers PSMA-2024-206429.

The final Recommendation Report will be presented to the EDUM. The EDUM awarded list of successful applicants recommended for funding will be sent to The Minister for Transport via ministerial correspondence for the Minister to note.

The successful applicants will be notified (with embargo restrictions in place). Information with embargo restrictions remains in effect until the Minister has made a formal announcement via media statement.

## 10. Agreement

### 10.1 Funding offer confirmation and announcement

Following Ministerial approval being received:

- DoT confidentially notifies all applicants of the outcome/s of their applications by direct email.

- Applicants are requested to provide written confirmation of acceptance or rejection of the offer within a specified timeframe of receiving the email.
- A Ministerial media statement of the confirmed award list is scheduled.
- A public announcement is made by Ministerial media statement and a list of awarded, reserve and unsuccessful projects is published on the YMS webpage.

Individual application scores are not published.

## 10.2 Successful applicants

Announcements of awarded grants cannot be made by the grantee until after the Ministerial announcement. Successful applicants will be required to attend an online 'kick-off' meeting with DoT Behaviour Change Program Officers following the decision. This meeting is dedicated to discussing the grant package selected and the CSG Deed (refer to Section 10.6). An acquittal form will be required from each successful school and must be submitted via the grant management software upon completion of the project.

## 10.3 Reserve list

Projects that are assessed as suitable for funding but do not fall within the available funding allocation will be placed on the reserve list. Schools on this list will be notified of the outcome on the same day as the successful schools. Selection for the reserve list does not guarantee a future funding offer. Reserve list projects are considered for funding on a case-by-case basis should surplus program funds become available before the end of the current funding round.

## 10.4 Unsuccessful applications

Unsuccessful applicants are notified in writing and are encouraged to seek feedback as to why their project was not successful for grant funding.

## 10.5 DoT authority to administer grants

Grant administration is based on the *Public Sector Management Act 1994*: Instrument of Delegation Grants and Inter-Transport Portfolio Transfers PSMA-2022-205053.

## 10.6 Connecting Schools Grant Deed

The CSG Deed sets out the conditions under which the Minister for Transport, for and on behalf of the Crown in the right of the State of Western Australia (Grantor), has agreed to provide the grant to the school (Grantee), including:

- The purpose of the funding
- The term of the Deed
- Details of the program (grant)
- Grantees obligations
- Deed variations

The EDUM has delegated authority to act on behalf of the Minister to administer the Deed to the successful applications once approved by the Minister.

The Deed must be signed by both the grantee's Your Move Champion and principal (or authorised delegate), witnessed and returned to DoT Sign and returned to DoT within 14 days, or by the date nominated by DoT, of the initial 'kick off' meeting.

After the Deed is returned, they are provided to the EDUM for review and signed on behalf of the Minister for Transport. Once signed, a Deed Summary letter, outlining the agreed grant project and expected completion date, will be sent to the school from DoT and the project may commence. At this stage DoT will engage the relevant contracted suppliers to provide the school's nominated contact person and project scope and commence the project and the delivery of the goods and/or services.

## 11. Progress monitoring

### 11.1 Grant monitoring

To keep track of grant progress, Behaviour Change Program Officers:

- record all correspondence and documents (including the Deed) in DoT's corporate document management system and grant trackers;
- support grantees on delivery of selected goods and services;
- process variation requests as per Section 11.3
- request additional reporting as deemed necessary; and
- finalise acquittals and grant completion.

### 11.2 Site visits

The Minister for Transport, DoT or their authorised delegates may visit any grant project, upon reasonable notification to the Grantee, to monitor the progress of the project and will report any feedback to the Grantee.

### 11.3 Deed variations

If, due to unforeseen circumstances, changes are required to the Deed, DoT may enter negotiations during the monitoring stage.

No variation that increases the grant value can be applied as the funding is set at the assessment and award stage for specific goods and services.

There are two types of variations that can be applied:

- Variations to grant scope or grant conditions; and/or
- Variations to grant acquittal timeframe.



Requests for a variation will be instigated by the grantee via the DoT Grants (Omnistar) system. Should a variation be approved, a Deed Variation Letter will be issued by DoT. This letter constitutes a legal document and must be signed by the EDUM and an authorised representative of the Grantee (school principal or authorised delegate). No separate changes to the original Deed are required. Records of the variation request and approval must be filed with the grant Deed in DoT's corporate document management system.

Where a variation requires a carryover of funds, due to extraordinary circumstances not permitting a project to be completed by the end of financial year, a request to carryover funds will be raised at the Mid-Year Review Budget Submission.

#### 11.4 Withdrawals and terminations of grants

Grantees must advise DoT in writing as soon as possible if they wish to withdraw the application for funding or terminate an executed Deed.

DoT may also rescind a grant offer or terminate an executed Deed, or any approved revisions, by providing notice in writing to the Grantee if the project:

- Is no longer necessary for any reason, including due to a change in State or Commonwealth government policy.
- Is unable to be completed in accordance with the executed Deed or any approved revisions.
- The Grantee breaches any of the conditions outlined in the executed Deed or any approved revisions and/or any other grant documents.

If an executed Deed is terminated:

- It is terminated from the date specified in the notice; and
- DoT has no further obligation to pay the grant or any part of the grant which has not yet been paid.

#### 11.5 Reallocation of grant funds

It is possible that CSG funds may not be fully allocated by the end of each financial year. This may occur from such scenarios as;

- Grantees withdraw their application after grants have been awarded.
- Works have been completed at a lower cost than originally estimated.
- The project scope has been reduced.

Unallocated funds may be redistributed to other projects (refer to Section 10.3) on the reserve list whereby funding will be offered based on the original assessment score, the relative urgency or benefits of the project based on funding priorities, the resolution of any outstanding issues flagged during the assessment process, readiness to commence and complete the project in the available funding period, and/or the amount of funding available.

## 12. Acquittal

### 12.1 Acquittal of grant funds

Projects must be completed within the allocated funding period. Please refer to the Guidelines for more information.

#### 12.1.1 Grant completion acquittals

Before a grant is deemed acquitted, recipients must demonstrate that the project has been completed in its entirety to a satisfactory standard by completing the online acquittal form in the DoT Grants (OmniStar) system and complete the following requirements:

- Post a story on the Your Move website about the grant project.
- Provide a minimum of two photos of the completed project (photos can be uploaded to story on the Your Move website).
- Double Platinum grants - Provide a video showing the completed infrastructure works has been installed.

Once an acquittal form has been received, reviewed and approved by DoT, an acquittal email will be sent to the grant recipient confirming completion of the project.

Furthermore, schools who redeem an innovation initiative will be required to:

- Pay for services and/or goods and seek reimbursement from the Grantor after the project is complete.
- The Grantee must complete the Innovation Acquittal form attaching evidence of payments.
- Send one invoice to DoT after the innovation initiative project is complete, to seek reimbursement for all expenses.
- Innovation initiatives expenditure to be reimbursed by the Grantor must not exceed a total of \$3,500 (exclusive of GST).

All project acquittals are recorded in the CSG register.

### 12.2 Right to audit

To avoid fraudulent use of grant funds, inspection of physical project sites may be requested to verify that the funding has been expended in accordance with the executed Deed, or any approved revisions.

Inspections may take place at any time during the grant life cycle from assessment to agreement, monitoring and acquittal.

DoT regional staff may assist with inspections of projects in any region outside of Perth metropolitan area.

## 13. Review

### 13.1 Outcomes and program performance framework

CSG adopts an outcome focused approach and identifies inputs, outputs and outcomes. This approach is based on DoT's Grants Management Framework which sets out a clear and consistent approach to grants management that is aligned to 'Western Australian Grants Administration Guidelines, Commonwealth Grants Rules and Guidelines 2017', and addresses recommendations outlined in the 'Western Australian Auditor General's Report: Grants Administration'.

The performance objectives of grant opportunities are outlined in the Guidelines for each funding round and are:

- Linked to State Government priorities and DoT's strategic goals;
- Outlined in such a way that clearly communicates what is to be achieved, measured, evaluated, and/or assessed;
- Authorised by the Minister for Transport and/or their authorised DoT delegate;
- Confirmed in the Deed; and
- Reviewed for each grant round and changed as appropriate.

### 13.2 Project performance measures

Methods of performance measurement on grant projects include, but are not limited to:

- Hands up surveys to capture student mode use for the trip to school (pre-and-post construction)
- Project outputs reported in acquittals
- Grant recipient surveys
- Video submissions (Double Platinum grants only)
- Physical audits

### 13.3 Grant audits

CSG is subject to ad hoc auditing and may also request independent audits as deemed required by the Minister for Transport and/or DoT to assess program quality, risk and effectiveness.

## 14. Grant reporting and record keeping

A CSG tracker retains records of all grants awarded since 2018-19 and is updated annually. A CSG activation spreadsheet records details of live grants and is updated as projects are awarded, agreed and acquitted. This ensures funding information for CSG remains current for reporting purposes.

A summary of significant CSG data and results achieved is captured in the CSG Annual Report each year.